

Change of Address

By Brenda Demastus

The Board maintains the following addresses on each licensee; mailing, home, and employer.

Please report any material changes to the Board within 30 days.

Failure to notify the Board of an address change will result in a \$25 fee.

A change of address form is available on the web site from the [forms and applications](#) link.

When submitting a change without the form, please specify which address is changing and include your old address and license number.

PRSRT STANDARD
U.S. POSTAGE PAID
NASHVILLE TN

Name Changes

By Ethel Mims

Name changes must be sent to the Board in writing and must include a certified copy of the marriage certificate or divorce decree. New wall certificates can be obtained by sending \$25.00 and the old wall certificate to the Board office.

REMINDERS:

- ◆ Even-numbered licensees must renew by December 31, 2004. The renewal fee is \$80.
- ◆ CPE extensions must be requested in writing prior to December 31, 2004. They may be granted for poor health, military service, or other reasonable and just causes. Documentation may be requested to substantiate the claim.
- ◆ Board of Accountancy meeting
November 22, 2004, 10:00 am
Davy Crockett Tower, Room 160
Nashville, Tennessee

TENNESSEE STATE BOARD OF
ACCOUNTANCY
500 JAMES ROBERTSON PARKWAY, 2nd floor
NASHVILLE, TENNESSEE 37243-1141

License Status Changes

By Brenda Demastus

CPAs can request a status change on their biennial renewal form or by submitting an affidavit. The affidavit may be downloaded from the Board's web site under the [forms and applications](#) link.

Status options are as follows:

Inactive - prohibited from performing public accounting services and continues to pay renewal fee. Must put "Inactive" after CPA credential.

Retired over 55 - retired from public accounting practice and continues to pay the renewal fee. Must put "Retired" after CPA credential.

Retired over 70 - retired from public accounting practice and does not pay a renewal fee. Must put "Retired" after CPA credential.

Disabled - Unable to perform public accounting services for longer than six months. Must submit a written request to the Board and provide documentation from physician to obtain a waiver of renewal fee and CPE requirement.

Active Military - Must provide the Board with a written request and copy of military orders to obtain a waiver of renewal fee and CPE requirement.

Active - To convert back to active status, must send a written request to the Board and provide documentation of 80 hours of technical CPE completed within the immediately preceding 24-month period.

Closed - No longer considered a CPA, must request change prior to license expiration date and must return wall certificate to the Board. Can reinstate at later date by paying renewal fee and submitting 80 hours of technical CPE completed within the immediately preceding 24-month period.

PERMIT #1446

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From the Executive Director

By Linda L. Biek, CPA

The accounting profession has seen many changes over the past several years so it seems appropriate that the Tennessee Board of Accountancy follow suit. Several procedures have been implemented in an attempt to better serve the public and the profession.

To begin with, CPAs submitting their completed renewal form, CPE reporting form and renewal fee by December 31, 2004 will receive pocket cards by February 28, 2005. Guidance is provided in this newsletter to help licensees with the renewal process. Licensees who submit an incomplete renewal form may be subject to an extended processing period.

Beginning with this renewal period, active licensees can submit the CPE reporting form before they receive the 2005-06 renewal form. This allows the board staff to begin processing information earlier and provides more time for the staff to assist CPAs in other areas during renewal season.

Another change is the decrease in the CPA renewal fee from \$100 to \$80. CPA firms will still be assessed an annual fee of \$50.

Last but not least, the Board staff has increased to better serve professionals and the public. Mark H. Crocker, CPA will serve as the Board's Investigator and Patricia Turner will assist the Board with financial matters.

Many changes have taken place and many more are on the horizon. The Board staff looks forward to working with you and invites you to call if you have any questions.

Postmarks are no longer accepted
Renewals must be received in the
Board office by 12/31/04.
Renewals received after this date
will be assessed a 100% late fee.

5 Common Errors in CPE Reporting

By Dan Syriac

- 1) No documents: Licensees are required to maintain CPE certificates. Contact the sponsor for duplicate certificates, if necessary, or place CPE certificates in a file immediately upon receipt to ensure easy access in the event of a CPE audit.
 - 2) Improper documentation: Certificates of Completion must include:
 - CPE program sponsor name
 - Participant's name
 - Course title
 - Subject code
 - Course or completion date
 - Amount of CPE granted
 - Sponsor representative signature
 - NASBA sponsor ID # (live) or QAS ID # (Self-study)
 - 3) Sponsors: CPE sponsors must be approved by NASBA or must qualify as an exempt sponsor in accordance with the Accountancy rules. Self-study courses must be approved through NASBA's Quality Assurance Service.
 - 4) Record keeping: CPE certificates must be maintained for five years.
 - 5) CPE Hours: There are specific requirements for CPE. If you have questions, please visit the web site or call the Board office
- Please note the CPE carry forward provision will end on December 31, 2005.**

On A Lighter Note

There are just three types of accountants: those who can count and those who can't.

Enforcement

By Jeanetta Cotthron

Enron. World Com. Sarbanes-Oxley. The accounting profession has recently suffered an attack on its credibility in light of the bad accounting practices and the perception of lack of ethical considerations in corporate America. Information from consumers, outside agencies and CPAs is relied upon to alert the Board to allegations of wrongdoing to protect the public. To protect and inform the public, all disciplinary actions are posted on the Department of Commerce and Insurance web site.

Did you know that it is a violation of the Accountancy Act to falsify information on the biennial renewal form? Did you further know that falsifying information and failing to disclose disciplinary action is grounds for a complaint against your license?

As a CPA involved in a complaint, the worst thing to do is ignore Board correspondence. The complaint procedures and "frequently asked questions" are available on our web site to help guide you through the process.

CPE Reporting

By Ethel Mims

Active licensees are required to submit a listing of their CPE as part of the renewal process. This year, the listing can be sent directly to the Board office independent of the renewal form. The CPE reporting form may be submitted after September 30, 2004.

Please visit
www.state.tn.us/commerce/boards/tnsba to download the CPE reporting form and instructions.

Contact Information

<http://www.state.tn.us/commerce/tnsba>
E-mail: <mailto:tnsba@mail.state.tn.us>
888-453-6150 or 615-741-2550
Fax: 615-532-8800